

**ARKANSAS STATE HIGHWAY AND TRANSPORTATION DEPARTMENT**

**RIGHT OF WAY DIVISION**

**ADDENDUM No. 2**

**REQUEST FOR PROPOSALS (RFP)**

**ON-CALL**

**RIGHT OF WAY ACQUISITION SERVICES**

A. Section 1.1 in the RFP is replaced with the following section:

- 1.1 Point of Contact:** Questions concerning submission of a proposal in response to this RFP should be addressed to the AHTD official named below:

Phillip L. McConnell  
Assistant Chief Engineer - Design  
Arkansas State Highway  
and Transportation Department  
P. O. Box 2261  
Little Rock, AR 72203  
Phone: (501) 569-2301  
Fax: (501) 569-2688  
[Phil.McConnell@arkansashighways.com](mailto:Phil.McConnell@arkansashighways.com)

Perry M. Johnston, Division Head  
Right of Way Division  
Arkansas State Highway  
and Transportation Department  
P. O. Box 2261  
Little Rock, AR 72203  
Phone: (501) 569-2311  
Fax: (501) 569-2018  
[Perry.Johnston@arkansashighways.com](mailto:Perry.Johnston@arkansashighways.com)

Requests for clarification or revision to any items, requirements or specifications contained in this RFP must be received in writing at the AHTD offices no later than 11:00 a.m. CDT on Friday, July 30, 2010. Oral communications shall not be binding on the AHTD and can in no way modify the terms, conditions, or specifications of this RFP or relieve the successful firm(s) of any obligations under any contract resulting from this RFP. Following receipt of a written request for the RFP clarification, the AHTD shall post a response at [http://arkansashighways.com/on\\_call%20ROW%20acq%20services.aspx](http://arkansashighways.com/on_call%20ROW%20acq%20services.aspx) no later than 4:30 p.m. CDT on Tuesday, August 3, 2010. This procedure shall be followed in order to ensure competitive fairness by providing all prospective respondents with the same information.

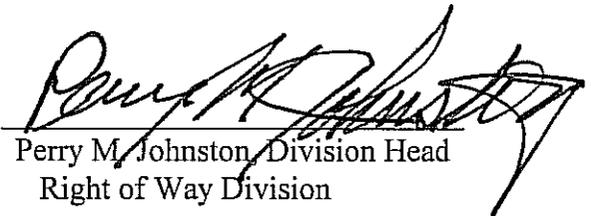
B. Section 2.1.4 in the RFP is replaced with the following section:

- 2.1.4 Cost Proposal: Proposers must submit a cost proposal using the form provided in Attachment B and the Milestone Payment Schedule provided in Attachment C. There will be no advance payment for start-up. In order to obtain the best value for the State, modifications of the cost proposal may be allowed during contract negotiations. These cost data must be provided inside a separately sealed envelope that is clearly marked “**COST PROPOSAL**” on the outside of the envelope with the firm name and the project

description, and not within other submittal documents. These costs will not be opened until the top ranked firms have been determined.

C. Attachment B – Cost Proposal in the RFP is replaced with the Attachment B (rev.) included in this addendum.

D. Attachment C – Milestone Payment Schedule is added to the RFP.



Perry M. Johnston, Division Head  
Right of Way Division

**ARKANSAS STATE HIGHWAY AND TRANSPORTATION DEPARTMENT**

**REQUEST FOR PROPOSALS (RFP)  
ON-CALL RIGHT OF WAY ACQUISITION SERVICES**

**ATTACHMENT B (rev.)**

**COST PROPOSAL  
(per Tract)**

	Low Fee		High Fee
<b>Administrative Services</b>			

<b>Title Services</b>	
\$0 - 500 Value	
\$501 – 2500 Value	
\$2501 – 50,000 Value	
\$50,001+ Value	

<b>Initial Appraisal Services</b>	1-25 Tracts	26-75 Tracts	76+ Tracts
Compensation Estimate (\$10,000.00 or Less)			
Detailed Appraisal – Vacant Residential Land			
Detailed Appraisal – Vacant Agricultural Land			
Detailed Appraisal – Vacant Commercial Land			
Detailed Appraisal - Residential Single Family			
Detailed Appraisal - Residential Multi-Family			
Detailed Appraisal - Small Commercial Property			
Detailed Appraisal - Large Commercial Property			
Detailed Appraisal - Improved Agricultural Property			
Billboard Valuation			

<b>Appraisal Services - Updates</b>	1-25 Tracts	26-75 Tracts	76+ Tracts
Compensation Estimate (\$10,000.00 or Less)			
Detailed Appraisal – Vacant Residential Land			
Detailed Appraisal – Vacant Agricultural Land			
Detailed Appraisal – Vacant Commercial Land			
Detailed Appraisal - Residential Single Family			
Detailed Appraisal - Residential Multi-Family			
Detailed Appraisal - Small Commercial Property			
Detailed Appraisal - Large Commercial Property			
Detailed Appraisal - Improved Agricultural Property			
Billboard Valuation			

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**REQUEST FOR PROPOSALS (RFP)  
ON-CALL RIGHT OF WAY ACQUISITION SERVICES**

**ATTACHMENT B (rev.)**

**COST PROPOSAL (cont.)  
(per Tract)**

<b>Initial Appraisal Review Services</b>	1-25 Tracts	26-75 Tracts	76+ Tracts
Compensation Estimate (\$10,000.00 or Less)			
Detailed Appraisal – Vacant Residential Land			
Detailed Appraisal – Vacant Agricultural Land			
Detailed Appraisal – Vacant Commercial Land			
Detailed Appraisal - Residential Single Family			
Detailed Appraisal - Residential Multi-Family			
Detailed Appraisal - Small Commercial Property			
Detailed Appraisal - Large Commercial Property			
Detailed Appraisal - Improved Agricultural Property			
Billboard Valuation			

<b>Appraisal Review Services - Updates</b>	1-25 Tracts	26-75 Tracts	76+ Tracts
Compensation Estimate (\$10,000.00 or Less)			
Detailed Appraisal – Vacant Residential Land			
Detailed Appraisal – Vacant Agricultural Land			
Detailed Appraisal – Vacant Commercial Land			
Detailed Appraisal - Residential Single Family			
Detailed Appraisal - Residential Multi-Family			
Detailed Appraisal - Small Commercial Property			
Detailed Appraisal - Large Commercial Property			
Detailed Appraisal - Improved Agricultural Property			
Billboard Valuation			

<b>Negotiation Services</b>	1-25 Tracts	26-75 Tracts	76+ Tracts

<b>Closing Services</b>	1-25 Tracts	26-75 Tracts	76+ Tracts

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ATTACHMENT B (rev.)

COST PROPOSAL (cont.)  
(per Tract)

<b>Relocation Assistance Services</b>	1-10 Tracts	11-20 Tracts	21+ Tracts
Business Relocation			
Residential Relocation			
Personal Property Relocation			

<b>Property Management Services</b>	1-25 Tracts	26-75 Tracts	76+ Tracts

<b>Eminent Domain/Relocation Proceedings</b>	
Pre-trial Conference (1/2 Day)	
Pre-trial Conference (Full Day)	
Expert Witness at Trial/Hearing (1/2 Day)	
Expert Witness at Trial/Hearing (Full Day)	

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**REQUEST FOR PROPOSALS (RFP)  
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**ATTACHMENT C**

**MILESTONE PAYMENT SCHEDULE**

ITEM	SCHEDULE
Administrative Services	Monthly of Completed Service
Title Services	Monthly - Per Tract 100% of Title Fee for Title Certificates or Commitments completed in the previous month
Initial and/or Updated Appraisal Services	Monthly - Per Tract 100% of the Appraisal Fee for appraisals reviewed and approved in the previous month
Initial and/or Review Appraisal Services	Monthly - Per Tract 100% of the Appraisal Review Fee for appraisals reviewed and approved in the previous month
Negotiation Services	Monthly – Per Tract 25% Upon Presentation of Offer 25% When Contract to Sell is signed or the Tract is recommended for condemnation 50% After the Contract to Sell has been accepted by AHTD or Condemnation proceedings have been approved and a fully documented acquisition file has been submitted
Closing Services	Monthly – Per Tract 100% After closing is completed and all original closing documents have been submitted to AHTD
Relocation Services	Monthly – Per Tract 20% Upon Presentation of Relocation Eligibility 50% Upon Relocation of Occupant/Tenant 30% Upon Final claims paid and submittal of fully documented relocation file
Property Management Services	Monthly – Per Tract 100% of property management services completed in the previous month
Eminent Domain/Relocation Hearings	Monthly – Per Tract 100%of services completed in the previous month